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**Project 1-53 - Records Management Survey of the Office of the Director.**

- A. What is it? Recommended procedures and systems for mail control and correspondence filing and disposition.
- B. When is it to be done? Project is in process and should be completed approximately 1 March.
- C. Who is it for? The offices of the respective Deputy Directors and Assistants, which comprise the Office of the Director.
- D. How is it to be done? Correspondence Control Procedure-
1. Study present procedure
  2. Determine control points
  3. Develop control procedure
  4. Obtain necessary concurrences
  5. Install system
  6. Train personnel in its operation

**Agency Filing System-**

1. Scan correspondence in present files to determine subject matters
2. Adopt Agency File Manual
3. Obtain necessary concurrences
4. Install system
5. Train personnel in its operation

**Disposition Schedule**

1. Review reference activity and determine the period of time it will be necessary to maintain the various types of material in active office space.

E. Where is it located? Administration Building

F. Why is it necessary? Correspondence Control Procedure-  
To provide the knowledge as to location of material received and in process; to insure prompt actions on material received.

**Agency Filing System-**

To provide a uniform, logical means of filing correspondence and to assure proper documentation of the office activities.

**Disposition-**

To provide a continued, orderly retention of records at the end of specific periods.

- G. Date Action Started - September 1952  
Estimated completion date - March 1953  
% completed as of this report - 50%

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Appendix A

Security Information

**NEW PROJECT REPORT:**

**Project 2-53 - Installation of the Agency filing system and a correspondence control system in PS&O.**

- A. What is it? The project is to develop and install a correspondence control procedure and have all subject files maintained in accordance with the Agency File Manual.
- B. When is it to be done? Project is in process and should be completed, including training of personnel in the use of the systems, about 15 March 1953.
- C. Who is it for? The correspondence control procedure will cover all incoming mail and the filing system will be applicable to all subject files of PS&O.
- D. How is it to be done? Correspondence Control Procedure-
1. Study present procedure
  2. Determine control points
  3. Develop control procedure
  4. Obtain necessary concurrences
  5. Install system
  6. Train personnel in its operation
- Agency Filing System-
1. Scan correspondence in present files to determine subject matter
  2. Adopt Agency File Manual
  3. Obtain necessary concurrences
  4. Install system
  5. Train personnel in its operation
- E. Where is it located?
- F. Why is it necessary? Correspondence Control Procedure-
- To provide the knowledge as to location of material received and in process; to insure prompt action on material received
- Agency Filing System-
- To provide a uniform, logical means of filing correspondence; to assure proper documentation of the office activities and to facilitate disposition in accordance with the comprehensive disposition schedule developed for the office.
- G. Date action initiated- December 1952  
Estimated completion date- 15 March 1953  
% completed as of this report - 50 %

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Appendix A

## NEW PROJECT REPORT

Project 3-53 - Preparation of a comprehensive schedule for the disposition of fiscal records.

- A. What is it? The project is to develop a retention and disposal schedule for records of the overt fiscal activities.
- B. When is it to be done? Project in process and should be completed, including concurrences, about 1 ~~March~~ <sup>APRIL</sup> 1953.
- C. Who is it for? Comptroller, Budget and Fiscal Divisions. A schedule for records of Finance Division will be prepared at a later date.
- D. How is it to be done? Inventory the records-procure necessary authority for disposal from General Schedules and disposal schedules approved by National Archives and Congress-describe the records and interpret the authorities so that they can be understood and applied by Office personnel-obtain concurrences.
- E. Where is it located?
- F. Why is it necessary? To provide continued, orderly retirement and disposal of records at the end of specific periods.
- G. Date action initiated - October 1952  
Estimated completion date - 1 ~~March~~ <sup>APRIL</sup> 1953  
% completed as of this report - 75%

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NEW PROJECT REPORT

Appendix A

Project 4-53 - Records Management Survey of 00/C.

- A. What is it? Recommend procedures and systems for records filing and disposition.
- B. When is it to be done? An analyst will conduct this project on a two-day-a-week basis until an Area Records Officer for 00 is designated and is able to conduct the remainder of the survey. A person, who will be assigned as Area Records Officer, is now in clearance and is due in the Agency on 15 June.
- C. Who is it for? At present the survey is to cover Contact Division and a representative sample of their   Later, it will be broadened to cover all of the Office of Operations. 25X1
- D. How is it to be done? Inventory the records - procure necessary authority for disposition from General Schedules and disposal schedules approved by National Archives and Congress - describe the records and interpret the authorities so that they can be understood and applied by office personnel - obtain concurrences - recommend improvements in filing and handling records - install recommendations.
- E. Where is it located? South Building
- F. Why is it necessary? To provide continued, orderly retirement and disposal of records at the end of specific periods. To provide a uniform, logical means of filing records and to assure proper documentation of the activities of the office.
- G. Date Action Started - March 1953.  
Estimated completion date - This survey will not be completed by this Branch but by the Area Records Officer for 00 as a part of the records program of his office.  
 % completed as of this report - 20%

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NEW PROJECT REPORT

Appendix A

Project 5-53 - CIA Correspondence Manual; rewriting of

- A. What is it? This project consists of developing a revised CIA Correspondence Manual, organized in a more understandable manner and containing more aids to letterwriters, stenographers, and typists.
- B. When is it to be done? Work on this project was commenced on 11 May.
- C. Who is it for? This project is for the benefit of all Agency personnel concerned with correspondence. An improved manual will be particularly beneficial to the Office of Training personnel who have found the present manual extremely inadequate for training clerical personnel.
- D. How is it to be done? The manual will be rewritten in three stages:
1. Records Management and Distribution Branch will develop a group of chapters concerning style and format standards for the two basic forms of correspondence - the memorandum and the letter.
  2. The Office of Training has developed and will distribute for initial review in the immediate future, a "Typists Guide." This manual contains information on typing techniques, grammar, punctuation, word usage, etc. It is proposed to incorporate the material of this guide into the Correspondence Manual.
  3. A third section on techniques to aid letterwriters will be developed by the Records Management and Distribution Branch. If appropriate, this section also will be made a part of the Correspondence Manual, or will be issued as a separate guide if its inclusion would make the Correspondence Manual too cumbersome.

It is proposed that each of these sections be given Agency wide review and be coordinated with Organization and Methods Service and the Office of Training.

- E. Where is it located? See "D" above.
- F. Why is it necessary? Apparently the former Correspondence Manual issued in 1948 was considered too cumbersome and poorly organized. Accordingly, the present "streamlined" manual was developed. The former manual, incidentally, was not formally rescinded. Moreover, the revised manual covers only a portion of the material included in the 1948 issue. Both manuals are poorly organized.

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NEW PROJECT REPORT

Appendix A

Project 5-53 (Cont'd.)

G. Date Action Started - 11 May 1953

Estimated completion date - It is estimated that sections 1 and 2 will be reviewed, redrafted, if necessary, and ready for printing on 30 August 1953. Development of the third section will be completed about 11 October 1953.

% completed as of this report - 60% (i.e. completion of first drafts of sections 1 and 2)

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Appendix C

**Work Improvement Project #1-53-Rearrange Files & Index Distribution Material**

- A. What is it? Rearrange and properly index distribution material.
- B. When is it to be done? Work on this project is being done in addition to the regular work and will be continued as time and work loads permit.
- C. Who is it for? When it is completed, it will make the work easier and faster for the personnel of the unit.
- D. How is it to be done? A limited supply of active current intelligence reports are to be maintained in file cabinets for easy and fast reference. Locations of surplus stock stored in boxes will be noted on the inventory record cards.
- E. Where is it located? In the area assigned to supplemental distribution.
- F. Why is it necessary? Under the present system, intelligence reports are located in six different vaulted areas and the only index to location is the room number. When the project is complete, reference to the record card will give the room number, row and section of shelving.
- G. Date action initiated - October 1952.  
Estimated completion date - April 1953  
% completed as of this report - 75%

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Appendix C

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Work Improvement Project #2-53 - Inserting unbound information reports in indexed folders.

- A. What is it? The project is to straighten and refile unbound information reports in properly indexed folders.
- B. When is it to be done? As time and workload of the regular work permits.
- C. Who is it for? To make the work in the supplemental distribution unit more efficient.
- D. How is it to be done? Properly marked folders and guides are being typed up to file the reports in.
- E. Where is it located? In the area assigned to supplemental distribution.
- F. Why is it necessary? Under the present system, reports are in file in numerical order, but guide cards are not provided.
- G. Date action initiated - August 1952.  
Estimated completion date - April 1953  
% completed as of this report - 70%

98%

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**CONFIDENTIAL** Appendix C  
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**Work Improvement Project #3-53 - Converting Record Cards from old to new Type.**

- A. What is it? The project is to replace the present intelligence report inventory control cards with a revised card and to arrange the cards in a sequence that will facilitate references to them.
- B. When is it to be done? As time and workload of the regular work permit.
- C. Who is it for? To make the work in the supplemental distribution unit easier and more efficient.
- D. How is it to be done? The record will be copied from the old card onto the new and refiled in proper order.
- E. Where is it located? In the area assigned to supplemental distribution.
- F. Why is it necessary? The control card was revised to provide specific positions for additional needed information and to provide for more orderly and easier to read postings. The new cards will be arranged by the office of origin and type of report in order to facilitate references.
- G. Date action initiated - Cards ordered in December 1952  
and delivered January 1953.  
Estimated completion date - April 1953  
% completed as of this report - Just starting.

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Appendix C

Work Improvement Project #4-53 - Preparation of Handbook setting forth procedures of the Mail Room. Courier Service and messenger personnel of the Mail Control Section.

- A. What is it? This project is to develop, prepare and issue a procedural guide for use of the Mail Control Section with a correlary benefit of simplifying and improving procedures where possible.
- B. When is it to be done? Project is now in process and should be completed in August 1953.
- C. Who is it for? Mail Control Section, Records Management and Distribution Branch, General Services Office. The Handbook itself will be used mainly in the Mail Control Section.
- D. How is it to be done?
1. Gather facts regarding the operations of the Mail Control Section by interviews and personal observation.
  2. Prepare draft of Handbook for discussion with Chief, Mail Control Section and Asst. Chief, RMDB.
  3. Prepare and submit final draft to Regulations Control Staff.
- E. Where is it located? Que Building.
- F. Why is it necessary?
1. To provide personnel of the Mail Control Section with a uniform and standard guide of their duties and responsibilities.
  2. To provide supervisory personnel with a written guide for the operations of the section. Such a guide will be of value in simplifying procedures, utilizing personnel, training of new personnel and for rating personnel.
  3. To provide the Branch, Division and Office Chiefs of GSO, with a published list of the duties, responsibilities, functions and procedures of the Mail Control Section.
- G. Date action initiated - May 1953.  
Estimated completion date - August 1953  
% completed as of this report - 10%

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*Report*

Chief, Research and Planning Staff  
Personnel Office  
Chief, Records Services Division, GSO

4 February 1954

Report of Incorrect and Incomplete Personnel Transactions Received  
by Machine Records Branch During Month of January 1954

1. During the month of January, eight (8) personnel actions received by the Machine Records Branch were either incorrect or incomplete. These eight (8) actions were returned  no documents were corrected by the Machine Records Branch.

25X1

2. The total number of documents processed during the month of January were 2,143.

25X1

GSO/RSD:ew

Distribution:

- Orig. & 1 - Addressee
- 1 - Machine Records File
- 1 - Chief, MRB



*2/4/54*

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